



**REQUEST FOR QUOTATION
FAX ON DEMAND**

Arizona Game and Fish Department
Purchasing Office
2221 West Greenway Road
Phoenix, AZ 85023

SOLICITATION NO. QF07 -016-C
Offers will be accepted until 5:00 p.m. on
February 5, 2007.

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Date: January 30, 2007

VENDOR NOTICE

THIS IS NOT A PURCHASE ORDER

Vendor should quote his best net price, FOB destination, including all charges, including applicable taxes. Delivery schedule should be indicated in spaces provided below. Return your quotation promptly to the requesting Region/Branch at the FAX number indicated below. **NOTE: The State of Arizona's Uniform Terms and Conditions, and Instructions to Offerors are hereby incorporated by reference. These documents may be accessed at www.azspo.az.gov or by manually calling the State Procurement Office at (602) 542-5511. A copy of these documents are on file and available for review in the Arizona Game and Fish Department Purchasing Office. It is the Offeror's responsibility to obtain the current revision of these documents.**

This procurement is expected to be between \$1,000.00 and \$50,000. In accordance with A.R.S. § 41-2535 and A.A.C. R2-7-335 purchases under \$50,000 are restricted to small businesses. A small business is one that, including its affiliates, is independently owned and operated, is not dominant in the type of business it conducts, and which employs fewer than 100 full-time employees or which had gross receipts of less than \$4 million dollars in its last fiscal year (A.R.S §41-1001-14). **BY SUBMITTING A QUOTE IN RESPONSE TO THIS SOLICITATION, AN OFFEROR CERTIFIES THAT IT IS A SMALL BUSINESS AS DEFINED ABOVE.**

DELIVERY POINT:

Arizona Game and Fish Department
2221 West Greenway Road
Phoenix, AZ 85023

Representative: Cindy Arnold

Phone No.: 602-789-3460

FAX No.: 602-789-3922

VENDOR QUOTATION

Item	Qty	Unit	Description	Unit Price	Extended Price
1			Printing of Arizona Wildlife Views magazine, four-color publication of the Arizona Game and Fish Department	\$ _____	\$ _____

THIS IS NOT A PURCHASE ORDER

THIS SECTION MUST BE COMPLETED BY VENDOR

Company Name

Address

City

State

Zip

Phone #

Delivery is promised within _____ calendar days after receipt of an order. If payment is made within _____ days after receipt of goods or services, the buyer is entitled to a discount of _____% on the above-listed price(s).

Signature

Date

Typed Name and Title

Tax ID No. _____ "AN EQUAL OPPORTUNITY AGENCY" Fax No.: _____



**REQUEST FOR QUOTATION
FAX ON DEMAND
(Continuation Sheet)**

Arizona Game and Fish Department
Purchasing Office
2221 West Greenway Road
Phoenix, AZ 85023

SOLICITATION NO. QF07 -016-C
Offers will be accepted until 5:00 p.m. on
February 5, 2007.

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Date: January 30, 2007

VENDOR QUOTATION

DELIVERY POINT:

Arizona Game and Fish Department
2221 West Greenway Road
Phoenix, AZ 85023

Representative: Cindy Arnold

Phone No.: 602-789-3460

FAX No.: 602-789-3922

VENDOR QUOTATION

Item	Qty	Unit	Description	Unit Price	Extended Price
			<p>Vendor Certification:</p> <p><u>SMALL BUSINESS</u></p> <p>Please check all blanks that apply:</p> <p>A small business concern is defined as a business, including its affiliates, which is independently owned and operated; is not dominant in the field of operations in which it is bidding on State contracts; and can further quality under the criteria concerning number of employees, average annual receipts, or other criteria as prescribed by the Small Business Administrations.</p>		

_____This company is a small business concern.
_____This company is not a small business concern.

MINORITY BUSINESS ENTERPRISE

Please check all that apply:

A minority business enterprise is defined by Section 3 of the Small Business Act as a small business that is owned and controlled by one or more minorities or women. Owned and controlled means a business that is at least 51 percent owned by one or more minorities or women. In the case of a publicly owned business at least 51 percent of the stock must be owned by one or more minorities or women and the management and daily business operations must be controlled by one or more of said individuals. Minority group members shall consist of those groups defined under Section 8 (a) of the Small Business Act.


_____African American _____Native American
_____Asian _____Other
_____Hispanic _____Woman-Owned

THIS IS NOT A PURCHASE ORDER

SUB TOTAL \$ _____

Tax (_____ %)

TOTAL AMOUNT \$

	SPECIAL TERMS AND CONDITIONS		Arizona Game and Fish Department Purchasing Office 2221 West Greenway Road Phoenix, Arizona 85023-4399
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1. PURPOSE

This Request For Quotation (RFQ) is to establish a contract for the Printing of Arizona Wildlife Views magazine for the Arizona Game and Fish Department (AGFD) in accordance with the requirements of the RFQ.

2. CIVIL RIGHTS NOTIFICATION

The Arizona Game and Fish Department prohibits discrimination on the basis of race, color, sex, national origin, age, disability in its programs and activities. If anyone believes they have been discriminated against in any of the AGFD programs or activities, including its employment practices, the individual may file a complaint alleging discrimination directly with the AGFD Deputy Director, 2221 W. Greenway Rd., Phx., AZ 85023, (602) 789-3290, or the U.S. Fish and Wildlife Service, 4040 N. Fairfax Dr., Suite 130, Arlington, VA 22203. If you require this document in an alternative format, please contact the AGFD Deputy Director as listed above or call TTY at 1-800 367-8939.

3. CIVIL RIGHTS ASSURANCE STATEMENT

The Contractor and Subcontractors are subject to Title VI of the Civil Rights Act of 1964, Section 504 of Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Title IX of the Education Amendment of 1972, and offers all persons the opportunity to participate in programs or activities regardless or race, color, national origin, age, sex, or disability. Further, it is agreed that no individual will be turned away from or otherwise denied access to or benefit from any program or activity that is directly associated with a program of the recipient on the basis of race, color, national origin, age, sex (in educational activities) or disability.


NOTE: An Assurance Statement shall be required to be signed by an individual, private organization, or institution receiving U.S. Fish and Wildlife Service conservation assistance under the following circumstances:

- A. If the premises are at any time opened to the public.
- B. If Hunter or Aquatic Resource Education, or any other information/education program sponsored by AGFD, is held on private property.

4. INSURANCE

Vendor shall procure and maintain, until all of their obligations, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the purchase and or use of the commodity.

The Insurance Requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Vendor from liabilities that might arise out of the purchase and use of the commodities sold under this Contract by the Vendor, his agents, representatives, employees or subcontractors and Vendor is free to purchase such additional insurance as may be determined necessary.

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A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage at least as broad and with limits of liability not less than those stated below.

1. **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability.

General Aggregate	\$1,000,000
Products – Completed Operations Aggregate	\$ 500,000
Personal and Advertising Injury	\$ 500,000
Fire Legal Liability	\$ 25,000
Blanket Contractual Liability – Written and Oral	\$ 500,000
Each Occurrence	\$ 500,000

2. **Automobile Liability**

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL) \$ 500,000


The policy shall be endorsed to include the following additional insured language: **“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor.”**

3. **Worker's Compensation and Employers' Liability**

A.	Workers' Compensation	Statutory	
	Employers' Liability		
	Each Accident		\$ 100,000
	Disease – Each Employee		\$ 100,000
	Disease – Policy Limit		\$ 100,000

Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

B. This requirement shall not apply to: Separately, EACH contractor or subcontractor exempt under A.R.S. §23-901, AND when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

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B. **ADDITIONAL INSURANCE REQUIREMENTS**: The policies are to contain, or be endorsed to contain, the following provisions:

1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.
2. The Contractor's insurance coverage shall be primary insurance with respect to all other available sources.
3. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.


C. **NOTICE OF CANCELLATION**: Each insurance policy required by the insurance provisions of this Contract shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to Cindy Arnold, *The Arizona Game and Fish Department, Purchasing Office, 2221 W. Greenway Road, Phoenix, AZ 85023*, and shall be sent by certified mail, return receipt requested.

D. **ACCEPTABILITY OF INSURERS**: Insurance is to be placed with duly licensed or approved non-admitted insurers in the State of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Vendor from potential insurer insolvency.

E. **VERIFICATION OF COVERAGE**: Contractor shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to: Cindy Arnold, *The Arizona Game and Fish Department, Purchasing Office, 2221 W. Greenway Road, Phoenix, AZ 85023*. The State of Arizona project/contract number and project description are to be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. ***DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.***

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F. **APPROVAL:** Any modification or variation from the Insurance Requirements in this Contract must have prior approval from the State of Arizona Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal contract amendment, but may be made by administrative action.

G. **EXCEPTIONS:** In the event the Contractor or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the contractor or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university then none of the above shall apply.

5. INDEMNITY

Contractor agrees to indemnify, defend, save and hold harmless the State of Arizona, and their respective directors, officers, officials, agents and employees (hereinafter referred to as "Indemnatee") from and against any and all claims, actions, liabilities, costs, losses, or expenses, including reasonable attorney's fees, (hereinafter collectively referred to as "Claims") arising out of actual or alleged bodily injury or personal injury of any person (including death) or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of Contractor's directors, officers, agents, employees, volunteers or subcontractors. This indemnity includes any claim or amount arising or recovered under the Workers' Compensation Law or arising out of the failure of Contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Contractor from and against any and all Claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable.

This indemnity shall not apply if the contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

6. INDEFINITE QUANTITY


This is an indefinite quantity contract for the services or materials specified and effective for the period stated. The quantities of services specified are estimates only and are not purchased by this contract. Delivery or performance will be made only as authorized by the AGFD. The contractor will furnish to the AGFD, when and if ordered, the services or materials specified. There is no limit on the services specified in this document.

7. ESTIMATED QUANTITIES

The quantities listed in the RFQ are estimates only. Actual quantities purchased may vary from estimates. The State reserves the right to purchase greater or lesser quantities than indicated without penalty.

8. CONTRACT TERM

The term of any resultant contract will commence on the date of award and will continue until completed unless canceled, terminated or extended as otherwise provided herein.

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9. PRICING

Pricing is all-inclusive including price for all products, delivery and taxes. Refer to Price Sheet, Page 1.

10. TAXES

The applicable State and local taxes will be listed on the price sheet.

11. INDEMNITY

The parties to this contract agree that the State of Arizona, its departments, agencies, boards and commissions shall be indemnified and held harmless by the contractor for the vicarious liability of the State as a result of entering into this contract. However, the parties further agree that the State of Arizona, its departments, agencies, boards and commissions shall be responsible for its own negligence. Each party to this contract is responsible for its own negligence.

If the contractor is the State of Arizona, its departments, agencies, boards and commissions, then the above shall not apply.

12. ORIGINALS

All originals, photographs, slides, artwork, negatives, disks and electronic or magnetic media (if any) used in the production of the printing of the magazine shall remain and/or become the property of the AGFD; all artwork, slides, computer disks, etc shall be returned within three (3) work days after the product is delivered to the mailing house.

All artwork, slides, photographs, negatives, disks and electronic or magnetic media shall be in reusable condition and any damage thereof shall be considered the responsibility of the successful Contractor.


13. ALTERATIONS

Any authorized changes/alterations in a job shall be charged according to the appropriate schedule in the contract. Any alterations not covered in the pricing schedule in the contract must be justified to, and approved by, the AGFD's editor before production. An original proof and revised proof are required on all alterations. Any plates remade because of length of run shall be at the expense of the Contractor.

14. UNCLEAR OR OMITTED SPECIFICATIONS

The offeror shall contact the AGFD representative listed on the cover page when any specifications are questionable or unclear. The offeror shall contact the AGFD representative if any relevant specifications are omitted.

15. ADDITIONAL SERVICES BY CONTRACTOR

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If additional services are requested of the Contractor by the AGFD, such further agreement shall be in writing and describe the scope, time frames and other information necessary for additional service.

Additional services shall be limited to special requirements of the AGFD that are required for the production of *Arizona Wildlife Views* and are not described in the Specifications. These services may include, but are not limited to pullout posters, special inserts or other items as requested by the AGFD.

16. SHIPPING TERMS

All deliveries shall be F.O.B. destination to the mail house and to AGFD at 2222 West Greenway Road, Phoenix, Arizona 85023. **All pick-up and delivery should be included in contract price.** The AGFD Publications section shall inspect all deliveries.

17. INSPECTION AND ACCEPTANCE

All work shall be subject to a complete inspection by AGFD prior to acceptance. Inspection criteria shall include, but not be limited to, conformity to the specifications, quality, workmanship and materials. Five (5) calendar days shall be allowed for this process. If delivered product is returned to the Contractor prior to acceptance for any reason, additional periods of five (5) calendar working days shall be allowed for inspection when subsequent deliveries occur.

All product determined, in the opinion of the AGFD, to be substandard shall be rejected. The printer will be required, at the discretion of the AGFD, to replace or provide full credit for all rejected product.


18. DELIVERY TICKET/INVOICING

A delivery ticket which delineates the Contractor's name and address shall CLEARLY indicate: ISSUE MONTH (S), QUANTITY, PRODUCT and LOCATION OF DELIVERY, and a legible signature of the person receiving delivery.

A legible and detailed copy of the invoice shall include the following information: Issue month, contract price and the contract number resulting from this solicitation.

19. SCHEDULE

- A. A file with completed layout in InDesign 2 or higher format, with high resolution scans in place, shall be provided to contractor by 4:00 p.m. on the 15th of the month prior to publication (February, April, June, August, October, December), unless the 15th falls on a weekend, in which case the file will be ready the Friday before. Contractor shall have the equipment to perform replacement of low-resolution scans with high-resolution scans (APR: Automatic Picture Replacement)
- B. Between the 15th and 25th the Contractor shall provide the AGFD with a set of composite contract proofs and blueline or equivalent.

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- C. Product shall be delivered to the AGFD for approval no later than the 1st of the following month, unless the 1st falls on a weekend, in which case delivery may be made on the following Monday. In cases when file delivery from AGFD to Contractor is delayed, the Contractor has 20 days to produce product and deliver to AGFD for approval. The product (1,000 copies) shall be delivered to the AGFD by 12:00 p.m., at which time product shall be inspected and deemed acceptable before delivery of remainder of product to mailhouse. The AGFD reserves the right to modify the schedule in order to ensure the timely mailing of the magazine.

20. PROOFING

Blue-line or equivalent composite contract (dot) proofs of each issue shall be delivered **via courier** to the AGFD Publications Section for final approval. A minimum of one working day shall be provided for this purpose. It is the Contractor's responsibility to obtain signed and dated proofs.

21. QUALITY

Pre-press and printing must be of the highest quality standards. Only the highest quality printing and registration on a four-color press will be accepted. AGFD will conduct press checks; however, in any instance that AGFD chooses not to send a representative, AGFD reserves the right to request that a designated representative or member of the sales/support team act on their behalf.

22. PRE-PRESS WORK

Contractor shall provide in-house, high-end scanning with drum (photo-multiplier) scanner or equivalent. Contractor shall supply electronic low resolution scans to the AGFD and have the ability to perform APR when scans are returned to the Contractor for final preparation for press work. Contractor's pre-press staff shall have the capability of recognizing need for color correction on initial scan and may not charge the AGFD for a defective scan. Two proofs may be required on scans and should be figured as part of the scanning price.

All special requests for electronic manipulation are to be charged on an hourly basis.


Contractor must have the ability to archive large numbers of color images for future retrieval.

Contractor must be able to provide multi-shift typesetting and page layout capabilities for emergency situations. 24-hour production is preferred in order to meet emergency deadlines, and these shall be charged on an hourly basis.

Printer should have ability to receive large color files and last minute edits via the Internet. Shall also have the ability to receive and manage PDF files as needed.

23. QUANTITIES

Offers must include additional printing costs per increments of 500 and 1,000 for quantities in excess of 26,000.

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24. MAILING

The Contractor shall arrange for mailing of approximately 26,000 magazines every other month. The main run will be mailed between the 1st and 10th of the month or, in cases when file delivery to Contractor is delayed, as soon as AGFD approves product. Exact mailing dates will be determined by the AGFD. The Contractor shall complete each mailing within four days following approval of magazines and availability of the electronic subscriber label file.

Supplemental mailings will be approximately 100-500 magazines, and up to twice per month. Magazines will be mailed within four days of the availability of the electronic subscriber label file.

Subscribers label data will be provided by an independent fulfillment contractor. Exhibit A shows the format in which the label data will be provided.

A test electronic subscriber label file will be posted on the independent fulfillment contractor's bulletin board at www.cdsaccess.com (username: infonet, password: info408). As a condition of contract award, bidder must download and print label file successfully.

The Contractor shall use an inkjet address (spray-on), prepared for periodical mailing. The Contractor shall inkjet print mailing address on the bottom of the back cover of the magazine.

No metering (2nd class mail permit). Independent fulfillment contractor can provide subscriber list to mailing house in the correct second class mail sequence. As an alternative, offeror can do the sortation and submit an alternate bid specifying cost on price sheet. Mailing house shall supply documentation of main run and supplemental mailings (USPS 3541) to Post Office as required.


25. OTHER REQUIREMENTS

Printer must store and manage AFGD-supplied bind-in card inventory (subscription cards), and inform the AGFD in a timely manner when supply is running out.

26. LICENSES

Contractor will maintain in current status all federal, state and local licenses and permits required for the operation of the business conducted by the Contractor. The Contractor will be responsible for ensuring the current license and permit status of subcontractors, if any.

Failure of the Contractor to obtain or maintain approved federal, state and local licenses and permits required for the operation of the business and performance may be considered a failure to perform to expectations

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27. CONTRACTS ADMINISTRATION

Following award, the Contractor(s) will contact the AGFD Purchasing Office assigned buyer for guidance or direction in contract interpretation or questions regarding the terms, conditions or scope of the contract.

28. CONTRACT MODIFICATIONS

The State and AGFD will reserve the right to modify this contract as circumstances may require without penalty to fulfill the AGFFD needs. The Contractor (s) will be notified prior to any changes in the contract.

29. INCLUSIVE OFFERORS


Offeror(s) are encouraged to make every effort to utilize subcontractors that are small, women-owned and/or minority owned business enterprises. Offerors who are committing a portion of their work to such subcontractors shall do so by identifying the type of service and work to be performed by providing detail concerning your organization's utilization of small, women-owned and/or minority business enterprises. Emphasis should be placed on specific areas that are subcontracted and percentage of contract utilization and how this effort will be administered and managed, including reporting requirements.

30. OFFSHORE PERFORMANCE OF WORK PROHIBITED

Due to security and identity protection concerns, all services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision applies to work performed by subcontractors at all tiers. Offerors shall declare all anticipated offshore services in the proposal.

31. FEDERAL IMMIGRATION AND NATIONALITY ACT

The contractor(s) shall remain in compliance with all federal, state and local immigration laws and regulations relating to the immigration status of their employees during the term of the contract. Further, the contractor(s) shall flow down this requirement to all subcontractors utilized during the term of the contract. The State shall retain the right to perform random audits of contractor and subcontractor records or to inspect papers of any employee thereof to ensure compliance. Should the State determine that the contractor(s) and/or any subcontractor(s) be found noncompliant, the State may pursue all remedies allowed by law, including, but not limited to suspension of work, cancellation of contract and suspension and/or debarment of the contractor.

	SPECIFICATIONS	Arizona Game and Fish Department Purchasing Office 2221 West Greenway Road Phoenix, Arizona 85023-4399
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1. PURPOSE

This Fax on Demand (FOD) is to establish a contract for the printing of Arizona Wildlife Views for the Arizona Game and Fish Department (AGFD) in accordance with the requirements of the RFQ.

2. SPECIFICIATIONS

Description: Printing and pre-press production of *Arizona Wildlife Views* magazine, a bimonthly, four-color publication of the Arizona Game and Fish Department.

Presswork: Printing on either web press or sheet fed press will be acceptable based on quality.

Quantity: 26,000-35,000 copies estimated .

Page Size: Finished size 8.5" x 11" or 8-3/8" x 10-7/8"

Pages: 40 pages self cover.

Stock: 80 lb. Gloss Topkote or equivalent.

Ink: **4/4 = 4-color process, both sides (cover and text), bleeds 4 sides.**

Layout: Layout will be provided to vendor on CD or FTP in Macintosh Pagemaker 6.5, Quark Xpress 5, or InDesign 2 (or higher) format.

Binding: Fold, trim, and saddlestitch. Stitch in customer-provided bind-in card.

Packaging: Magazines delivered to AFGD shall be packaged in cartons and labeled clearly as to issue month(s), quantity, and product. Carton size to be maximum of 9" x 12" x 12" and contain no more than 40 pounds.

Delivery: Product shall be delivered to AGFD no later than 15 calendar days after file is delivered to Contractor, unless that day falls on a weekend, in which case delivery may be made on the following Monday. The product shall be delivered to the AGFD (1,000 copies) by 12:00 p.m., at which time product shall be inspected and deemed acceptable before delivery of remainder of product to mail house. The AGFD reserves the right to modify the schedule in order to ensure the timely mailing of the magazine.

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